

Annual Verification - CQI Grant Step-by-Step Guide

APPLICATION for CQI GRANT

Log into your Quality Rated account

- Click the START ANNUAL VERIFICATION button
- Review Licensing Information displayed in the application
 - Updates/corrections to Facility, Owner, Operating, and Head Start information must be made in the licensing system
 - Contact your Child Care consultant provided under the Facility Information heading for assistance with changes
- Review **Part 1 Site Information** and update the following information if needed:
 - Owner Information
 - Program Official Information
 - Classroom Information
 - Demographic Information
- Review **Part 2 Current/Past Technical Assistance Services** and update if needed
- Review **Part 3 Quality Accreditations** and update if needed
- In **Part 4 Annual Verification**, select **Option 2 - Apply for CQI Grant**
- Review **Part 5 Certification of Application** and update compliance information if needed
- Click box at the bottom of the page that says “*Checking this box indicates you have reviewed the information provided in this form and attest to its accuracy.*”
- Click SAVE at the bottom of the screen
- Click SUBMIT

PORTFOLIO for CQI GRANT

After your Application is approved, click the CREATE PORTFOLIO button on your Home screen to create your CQI Grant Portfolio.

Carefully check the information in each Standard and refer to the Rating Rubric for specific details. Remember to click SAVE in each Standard when updating or entering new information.

Standard 1 - Director and Teacher Qualifications

Staff Qualifications

- Review the list of staff members from the PDR
 - Uncheck any staff member that is no longer employed (former employees will remain in Staff Qualifications until they change or delete their employer number from the PDR)
 - Each **NEW** employee must create a PDR account or change *their previous employer* information in the PDR, *if the employee is already registered*. Staff will automatically transfer to Standard 1 when the employer number is changed.
- Check credentials for expiration dates
- Staff must enter all new training in the PDR

Annual Verification - CQI Grant Step-by-Step Guide

- Submit all new training certificates (email, fax, and mailing address information is provided in the “Frequently Asked Questions” document under the PDR link at the bottom of the Quality Rated screen)
- Allow 60 days for credential verification in the PDR
- Training completed during the previous *12 months* from the date the Portfolio is submitted will be counted for Quality Rated purposes. Refer to the Rating Rubric for the specific number of hours required.
- Update number of Teachers and Administrators located above the list of staff members
- Check the box at the bottom of the screen to indicate that all staff listed are current and active
- Click on SAVE on the bottom of the screen

Classroom Definition

- Add NEW classroom(s), if applicable
 - Enter number of teachers, number of students
 - Click SAVE
- Update information in EACH existing classroom
 - Update number of teachers, number of students
 - Click SAVE for EACH classroom
- Check the box at the bottom of the screen to indicate that the information in EACH classroom is correct

Teacher Class Assignment

- Add/delete/change teacher assignments for EACH classroom
 - Update days of the week for EACH teacher
 - Update hours for EACH teacher
 - Click SAVE at the bottom of EACH classroom
- Check the box at the bottom of the screen to indicate that the teacher, days of the week, and hours are current and correct for EACH classroom

Professional Learning Plan

- Click on the Professional Learning Plan link to retrieve a PLP form
- Each Staff member must complete a new Professional Learning Plan (remember to include course or training number, core competency area and level of training)
- Click the Add icon (+) next to each staff member's name to upload the new Professional Learning Plan
- Check the box at the bottom of the screen to indicate that a new PLP has been uploaded for EACH staff member

National Accreditations

- Upload current National Accreditation certificate(s) reflecting the expiration date(s)
- Check the box at the bottom of the screen to indicate all certificates have been uploaded, or if no accreditations have been earned

Standard 2 - Child Health, Nutrition, and Physical Activity

Assessment

Annual Verification - CQI Grant Step-by-Step Guide

- Complete a **NEW** Nutrition and Physical Activity Assessment

Nutrition Results

- Review results of the Nutrition Assessment
- Create a new annual Improvement Plan for one or more indicators
- Check the box at the bottom of the screen to indicate all improvement plans have been added

Physical Activity Results

- Review results of the Physical Activity Assessment
- Create a new annual Improvement Plan for one or more indicators
- Check the box at the bottom of the screen to indicate all improvement plans have been added

CPR/First Aid Cards

- All administrators and teaching staff must enter their CPR and First Aid certification credentials in the PDR under “Other Career Data”
- Check the box at the bottom of the screen to indicate that your staff’s current CPR and First Aid credential information is in the PDR

Standard 3 - Family Engagement

Overview of Five Protective Factors

- Each new staff member must complete the Strengthening Families training
 - Print certificate upon completion of training
 - Enter the completed training in PDR
 - Submit the new training certificate as directed on screen
- Check the box at the bottom of the screen to indicate the training and required PDR entry and certification submission have been completed

Strengthening Family Program Self-Assessment

- Complete and upload a **NEW** Strengthening Families self-assessment

CQI Grant - Continuous Quality Improvement (CQI) Grant

CQI Grant Application

- Choose the Standard in which you will base your CQI Grant
 - Standard 1 - Training
 - Standard 2 - Health, Safety and Nutrition
 - Standard 3 - Family Engagement
 - ERS - A provider may choose an area in which ERS scores indicate improvement may be needed
- Complete the online CQI Grant application
 - Click SAVE to retain your responses

Annual Verification - CQI Grant Step-by-Step Guide

- Check the box at the bottom of the screen to indicate that you have completed the CQI Grant application

CQI Grant Application Budget

- Create and upload a CQI budget
- Check box at the bottom of the screen to indicate you have uploaded your budget

Click on the **SUBMIT PORTFOLIO** button (upper right hand corner) to submit your Portfolio for review